Guidelines and Tips

What is ePAGE?:

ePAGE is the Electronic Plans, Applications, Grants and Expenditures system. ePAGE provides one stop access to District / School Plans, Grant Applications, Cash Management and Reporting.
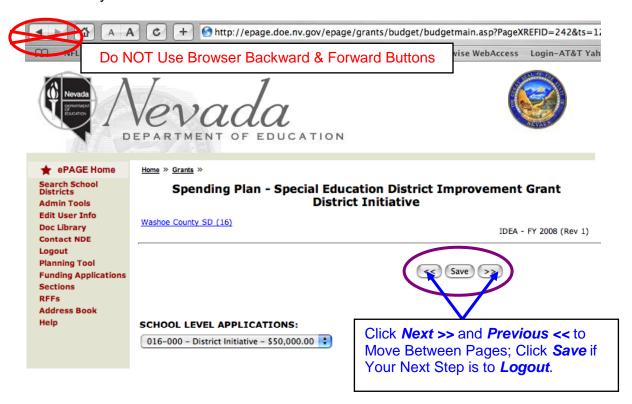
Website:

Access the ePAGE website at the following address:
http://epage.doe.nv.gov/epage/

Alternatively, go to the Nevada Department of Education Home Page at the following address: http://www.doe.nv.gov/index.html , then Click the **ePAGE** link at the left menu bar, then Click **CLICK HERE** to go to the ePAGE Home Page.

Navigation in ePAGE:

Generally speaking, avoid using the **Backward** and **Forward** Web Browser buttons. When in a **Data Entry Screen** (sample below), **never** use the Web Browser **Backward** and **Forward** buttons. Always use the **Next >>** and **Previous <<** buttons to save & move to the next screen; and the **Save** button to save & stay in the same screen.

In a *Data Entry Screen*, if you move to another screen with the <u>Web Browser</u> *Backward* or *Forward* buttons, or close the <u>Web Browser</u> before using the *Next >>, Previous <<* or *Save* buttons, **YOUR DATA ENTRY WORK IN THAT SCREEN WILL BE LOST**.

On most data entry pages, the the *Next >>, Previous <<* and *Save* buttons are at both the top and bottom of the page, for ease of use … you can scroll up or down to reach these buttons, whichever is closer.

<u>Pop Up Blockers Must Allow Pop Ups for ePAGE</u>:

It is common for newer web browsers to contain pop up blockers with active settings. Pop Up Blockers must be set to allow pop ups for ePAGE. Contact your Information Technology department with questions on web browser settings.

<u>Where to go for Help</u>:

There are five main resources to get help with ePAGE:

> Contacting a *School District Administrator*
> *Doc Library* at the left menu bar
> *Help* at left menu bar
> *Contact NDE* at the left menu bar
> *School District User Manual*

See the **<u>Help</u>** section of this manual for details.

<u>Save Information Before Timing Out</u>:

After a 60 minute window of inactivity, ePAGE will automatically log you out as a security precaution. <u>You will lose any data you entered and did not save in those 60 minutes</u>. While you are logged into the ePAGE, the computer keeps track of the last time you:

1) Clicked on a link, or
2) Saved data on a page.

If one of these two events does not occur within 55 consecutive minutes, a warning will pop up. You can Click the *OK* button which gives you another 5 minutes before you Click the *Save* button, or you can simply Click the *Save* button.

<u>What to do if a Referenced Blue Link Does Not Appear for You</u>:

If this User Manual references Clicking a blue link, but your screen does not contain this blue link, you do not have sufficient access rights. Contact a School District Administrator, stating you need access rights to the appropriate function.